

# May 2016

## PROGRAM TRAINING OFFICER EDUCATION CALENDAR

Send Email questions or requests to [OMBCLASSES@red.nv.gov](mailto:OMBCLASSES@red.nv.gov)

04/19/2016

Date	Time	Class Name	Description	Location
05/05/2016	1:30pm-3:30pm	Hiring Experts	Power point presentation & discussion Tips on Hiring Professionals and Services	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
05/10/2016	1:30pm-3:30pm	Roberts Rules	Power point presentation discussion on Roberts Rules	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101 Room 1412
05/12/2016	1:30pm-3:30pm	Violations	Discussion about proper procedure a HOA must follow when issuing unit owner violations	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
05/16/2016	10:00am-12:00pm	Five Hot Topics	A condensed overview of the following topics: Elections Agendas Records Bids Reserve Studies	Sun City Desert Vista 10360 Sun City Blvd. Las Vegas, NV 89134 Check at desk for room #

05/17/2016	1:30pm-3:30pm	Records management	A basic understanding of ... The HOA's recordkeeping responsibilities Storage of HOA records How long to keep records Owner's rights to access association records	Sun City Aliante 7394 Aliante Parkway, North Las Vegas, NV 89084 Conference Room
05/19/2016	1:30pm-3:30pm	Understanding the role of the Community Manager	Review the rights of a unit owner in order to better understand the relationship with the Community Manager Learn the Standards of Practice for Community Managers How to benefit in the relationship	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
05/24/2016	1:30pm-3:30pm	The Reserve Study	Learning about Reserve Studies What is a Reserve Study	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101 Room 1412
05/25/2016	1:30pm-3:30pm	Bringing Harmony to the Association	Learning how to respect the relationship between the unit owner and the board and how to focus on what actions can be taken for the best interest of the association	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101 Room 1412
05/26/2016	1:30pm-3:30pm	HOA Ethics	Discussion about HOA Boards and Ethics Creating A Code of Conduct	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
05/27/2016	9:00am-11:00am	NRS Monthly	General Discussion	Bradley Building 2501 E. Sahara Avenue Las Vegas, NV 89104 2 <sup>nd</sup> Floor Conference Room
05/30/2016	8:00am-5:00pm	HOLIDAY	OFFICE CLOSED	OFFICE CLOSED

